

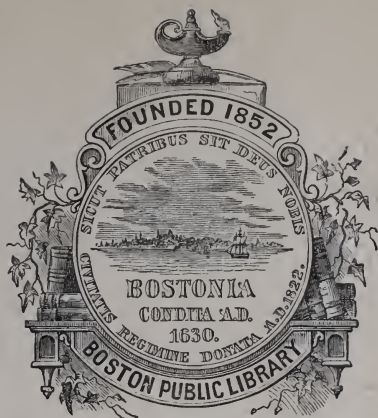
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Harvard Library

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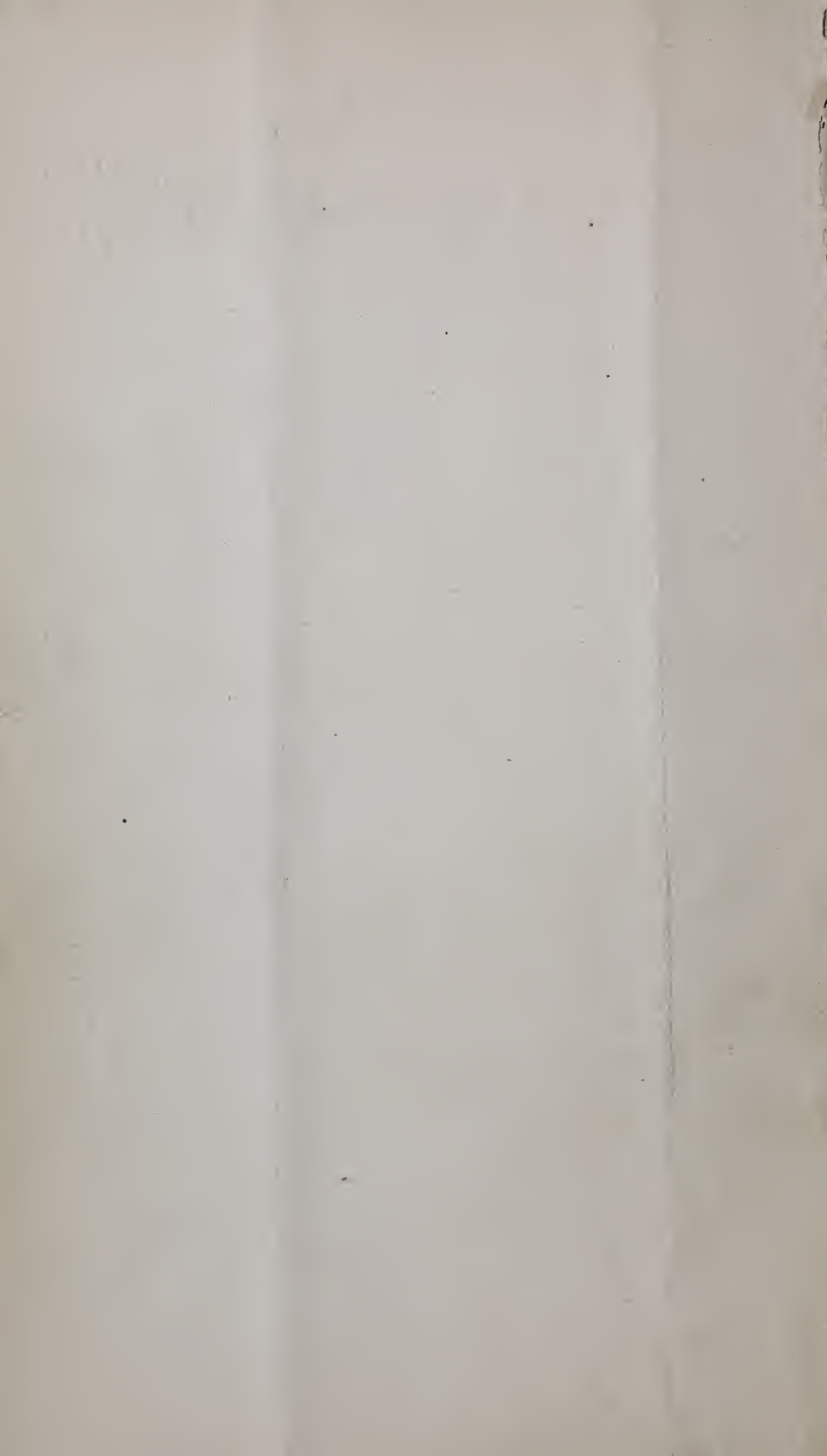


PAMPHLETS.

Genealogy

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PUBLIC LIBRARY
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CITY OF BOSTON



BY-LAWS
CERTIFICATE OF INCORPORATION
AND
OFFICERS
OF THE
NEW-YORK
Genealogical and Biographical Society.



NEW-YORK:
GEORGE F. NESBITT & CO., PRINTERS,
CORNER OF PEARL AND PINE STREETS.

1869.

8836



THE
New-York Genealogical and Biographical Society.

CERTIFICATE OF INCORPORATION.

WE, the subscribers, hereby certify that we have associated ourselves, in pursuance of Title VII, Chapter XVIII, of Part I, of the Revised Statutes of the State of New-York, for the purpose of promoting Genealogical and Biographical Science.

The name by which the Society is to be known is "THE NEW-YORK GENEALOGICAL AND BIOGRAPHICAL SOCIETY."

The particular business and objects of the Society are to discover, procure, preserve and perpetuate, whatever may relate to Genealogy and Biography, and more particularly to the genealogies and biographies of families, persons and citizens, associated and identified with the State of New-York.

The number of Trustees to manage the same shall be nine; and the following are the names of the Trustees for the first year: Henry R. Stiles, M.D., David P. Holton, M.D., William Frederic Holcombe, M.D., Edward Chauncey Marshall, Seth Hastings Grant, Samuel Edward Stiles, Seymour Augustus Baker, D.D., Samuel Smith Purple, M.D., and Francis S. Hoffman.

The business of this Society is to be conducted and its place of business located in the City of New-York.

HENRY R. STILES, M.D.	[L. S.]
DAVID PARSONS HOLTON, M.D.	[L. S.]
WILLIAM FREDERIC HOLCOMBE, M.D.	[L. S.]
EDWARD CHAUNCEY MARSHALL.	[L. S.]
SETH HASTINGS GRANT.	[L. S.]
SAMUEL EDWARD STILES.	[L. S.]
SEYMOUR AUGUSTUS BAKER, D.D.	[L. S.]
SAMUEL SMITH PURPLE, M.D.	[L. S.]

CITY AND COUNTY OF NEW-YORK, ss.:

On this sixteenth day of March, in the year one thousand eight hundred and sixty-nine, before me personally appeared Henry R. Stiles, M.D., David P. Holton, M.D., William Frederic Holcombe, M.D., Edward Chauncey Mar-

shall, Seth Hastings Grant, Samuel Edward Stiles, Seymour Augustus Baker, D.D., and Samuel Smith Purple, M.D., to me known to be the persons described in and who executed the within certificate, and severally acknowledged to me that they executed the same.

A. OLDRIN SALTER,

Notary Public, New-York City.

I approve of the within, and allow the same to be recorded, March 25th, 1869.

JOSIAH SUTHERLAND,

Judge of Supreme Court.

STATE OF NEW-YORK, }
CITY AND COUNTY OF NEW-YORK, } ss. :

I, CHARLES E. LOEW, Clerk of the said City and County, and Clerk of the Supreme Court of said State for said County, do certify, that I have compared the preceding with the original Certificate of Incorporation of the New-York Genealogical and Biographical Society, on file in my office, and that the same is a correct transcript therefrom, and of the whole of such original.

In witness whereof I have hereunto subscribed my name, and
[SEAL.] affixed my official seal, this 20th day of March, 1869.

CHARLES E. LOEW, *Clerk.*

STATE OF NEW-YORK, }
OFFICE OF THE SECRETARY OF STATE. }

This is to certify that the Certificate of Incorporation of the "New-York Genealogical and Biographical Society," with acknowledgement thereto annexed, was received and filed in this office on the 26th day of March, 1869.

Witness my hand and seal of office of the Secretary of State at the
[SEAL.] City of Albany, this twenty-sixth day of March, one thousand eight hundred and sixty-nine.

D. WILLERS, JR.

Dep. Secretary of State.

OFFICERS

OF THE

New-York Genealogical and Biographical Society, FOR 1869.

President,

HENRY REED STILES, M.D.,

P. O. Box 58, Brooklyn, N. Y.

First Vice-President,

DAVID PARSONS HOLTON, M.D.,

124 West 54th Street, N. Y.

Second Vice-President,

REV. SEYMOUR AUGUSTUS BAKER, D.D.,

100 Third Street, Brooklyn, N. Y.

Corresponding Secretary and Librarian,

WILLIAM FREDERIC HOLCOMBE, M.D.,

54 East 25th Street, N. Y.

Recording Secretary,

SAMUEL EDWARD STILES,

P. O. Box 58, Brooklyn, N. Y.

Treasurer,

SAMUEL SMITH PURPLE, M.D.,

36 West 22d Street, N. Y.

Executive Committee,

SETH HASTINGS GRANT,

LEDYARD BILL,

WILLIAM FREDERIC HOLCOMBE, M.D.,

SAMUEL EDWARD STILES.

Trustees.

First Class—Term expires 1870.

WILLIAM FREDERIC HOLCOMBE, M.D.,

HENRY REED STILES, M.D.,

SAMUEL SMITH PURPLE, M.D.

Second Class—Term expires 1871.

FRANCIS SYLVESTER HOFFMAN,

SAMUEL EDWARD STILES,

SETH HASTINGS GRANT.

Third Class—Term Expires 1872.

LEDYARD BILL,

DAVID PARSONS HOLTON, M.D.,

SEYMOUR AUGUSTUS BAKER, D.D.

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BY-LAWS

OF THE

New-York Genealogical & Biographical Society.

NAME.

I.—The name of this Society shall be "THE NEW-YORK GENEALOGICAL AND BIOGRAPHICAL SOCIETY."

OBJECTS.

II.—The objects of this Society shall be "to discover, procure, preserve and perpetuate whatever may relate to Genealogy and Biography, and more particularly to the genealogies and biographies of families, persons and citizens associated and identified with the State of New-York."

First. By meetings for the transaction of business, the interchange of views, the reading of appropriate papers, and for discussion relative to the best methods of genealogical investigation, etc.

Second. By the formation of a Library of Reference of such works on History, Genealogy, Biography, etc., both in printed and manuscript form, as may in any way contribute to the purposes of the Society.

Third. By correspondence with other societies of similar character, as well as with genealogists and local historians in this and other States of the Union.

Fourth. By the publication and dissemination, in such form and manner, and at such times as the Executive Committee of this Society may deem best, of genealogical and biographical material.

MEMBERS.

III.—The Society shall consist of Resident, Corresponding, Honorary and Life Members: Resident Members shall be those residing in the State of New-York.

Every person elected a member of the Society shall become such by signifying his acceptance to the Recording Secretary in writing.

Resident Members upon removing from the State, shall, on giving notice thereof to the Recording Secretary, become Corresponding Members; and in like manner Corresponding Members upon coming to reside in the State, shall cease to be Corresponding Members, and upon giving the like notice may become Resident Members.

Any Resident Member may withdraw at any time by certifying his intention of so doing to the Recording Secretary in writing, and paying all dues to the Treasurer.

The Clerks of the several counties and townships of the State of New-York, shall be Corresponding Members *ex-officio*.

Persons resident in other States may be admitted to the privileges of Resident membership, in manner and on terms applicable to the citizens of the State of New-York.

FEES AND DUES.

IV.—Each Resident Member shall, on admission, pay five dollars as an initiation fee, and five dollars annually thereafter, in advance, as dues; and if he neglect or refuse to pay said dues for two years successively, he shall forfeit his membership, unless the Board of Trustees shall otherwise direct.

The payment of fifty dollars for that purpose, by himself or others, shall constitute any Resident, Corresponding or Honorary Member, a Life Member of the Society, and said Life Member shall be free from assessments and entitled to all the rights and privileges of a Resident Member during his life.

The fees for Life membership shall constitute a perpetual fund, to be invested by the Trustees; the annual interest of which alone can ever be used in any manner by the Society, except for building purposes, and then only by a three-fourths vote of the Resident Members present at an annual meeting.

ELECTION OF MEMBERS.

V.—Members shall be elected as follows: The candidates shall be proposed publicly at a meeting of the Society, by a member thereof, and the nominations, together with the name of the member making them, shall be entered on the minutes, and be referred to the Executive Committee. The Reports of that Committee, recommending candidates for election, shall be openly read to the Society, at a meeting subsequent to that at which the nominations were made; and if any member demand a ballot, the election shall be by ballot, and five black balls shall exclude. If no ballot be demanded, the candidates so recommended shall be declared duly elected members of the Society.

Corresponding or Honorary Members may, by a unanimous vote of the Board, be elected without being proposed at a previous meeting.

Life Members may be elected in the same manner, and admitted to all the privileges of Resident Members, on the payment of the fee required by Article IV.

All certificates of membership shall be signed by the President, the Vice-Presidents, and the Recording Secretary.

GOVERNMENT.—ELECTION OF TRUSTEES.

VI.—The government of the Society shall be vested in a Board of nine Trustees, to be chosen by the Society, as hereinafter provided, by ballot, on the first Wednesday after the first day of January in each year, of which election notice shall be given in at least two papers, printed in New-York and Brooklyn.

At a meeting of the Trustees, named in the Certificate of Incorporation, to be held one week after the adoption of these By-Laws, the said Trustees shall proceed to divide themselves by lot into three equal classes, to be denominated First, Second and Third, respectively. Such classification shall be made as follows: The names of the Trustees, written upon separate slips of paper, shall be placed in a box, and in another box shall be placed an equal number of slips, upon three whereof shall be written the words "First Class," upon another three the words "Second Class," and upon another three the words "Third Class."

The Chairman shall then proceed to draw from the box containing the names of the Trustees, the name of one Trustee, and from the box containing the numbers of the classes, in like manner, a slip; and the Trustee whose name is so drawn shall be deemed to belong to the class inscribed upon the slip drawn with his name. The Chairman shall proceed in like manner until the Trustees shall have all been classified. The Trustees of the first class shall hold their offices for one year, those of the second class for two years, and those of the third class for three years.

None but Resident and Life-Members who have paid their dues to the Society, shall be allowed to vote at any meeting of the Society, or hold the office of Trustee.

At the Annual meeting of the Society, to be held on the first Wednesday after the first day of January, 1870, there shall be an election for three Trustees to fill the places of the Trustees of the first class, whose term shall then expire; and annually thereafter an election shall be held for three Trustees to fill the places of those whose term of office shall then expire. Any Trustee appointed to fill a vacancy, shall hold his office for the balance of the unexpired term of the person to whose place he shall be so appointed.

In case any election for Trustees shall not be held at the time above appointed, such election may be held at the next regular meeting of the Society, or at any special meeting called for that purpose, in the manner hereinbefore mentioned; and the Trustees elected at such meeting shall hold their offices for the same terms as if they had been elected at the meeting at which such election should have taken place.

The Trustees shall have custody of all buildings, funds, securities, and collections belonging to the Society; shall fix all salaries to be paid to its officers; and shall have in their hands the entire control and regulation of its affairs, in the intervals between the Annual Meetings. They shall fill vacancies occurring in the Board during the year; and they shall meet on the second Wednesday after the first day of January in each year, and as much oftener as they shall deem necessary, or shall be called together by the President or Executive Committee. The Trustees may declare

the place of any member of the Board vacant who shall be absent from three successive meetings of the Board without sending a reasonable excuse therefor to the Recording Secretary.

OFFICERS.

VII.—The officers of the Society, except the Counsellors, shall be elected one week after the adoption of these By-Laws, and annually thereafter on the second Wednesday after the first day of January, by the Board of Trustees from their own number, and shall be :

A President,

Two Vice-Presidents,

A Corresponding Secretary,

A Recording Secretary,

A Treasurer,

A Librarian,

An Executive Committee of four members.

The President shall be, *ex-officio*, a member of all Standing Committees.

COUNSELLORS.

VIII.—There may also be chosen from the Resident and Life members of the Society, twenty-five Counsellors, from the Counties of New-York and Kings, and one Counsellor from each other County of the State, to serve, with the exception of the first term, for one year. They shall be elected for the first year by the Trustees, and annually thereafter by the Society.

It shall be the duty of the Counsellors to consult and advise with the Society, and with the Trustees, as to the best methods of promoting the objects of the Society; and for that purpose they may attend the meetings of the Trustees, and take part in their discussions, but shall not be entitled to a vote.

MEETINGS.

IX.—The Society shall meet quarterly in the City of New-York, on the first Wednesday after the first day of January, and on the first Wednesday in April, July and October, to transact business,

and at such other times as the Board of Trustees shall appoint; but when the day of meeting fall on the Fourth of July, it shall be held on the following Wednesday. Special meetings may be called under the direction of the President, or at the written request of seven members of the Society.

ORDER OF BUSINESS.

X.—The order of proceedings at the quarterly meetings, unless otherwise ordered, shall be :

1. Reading of the minutes of the last meeting.
2. Reports and communications from the officers of the Society; from the Executive Committee; Reports of Special Committees.
3. Election of members previously proposed.
4. Nomination of new members.
5. Transaction of miscellaneous business.
6. Papers read and addresses delivered.

QUORUM.

XI.—Seven members shall constitute a quorum for the transaction of business at any meeting of the Society.

PRESIDING OFFICER.

XII.—The President, or in his absence, one of the Vice-Presidents, or in their absence a Chairman *pro tempore*, shall preside at all meetings of the Trustees and of the Society, and shall have a casting vote. He shall preserve order, and shall decide all questions of order, subject to an appeal. He shall also appoint all committees authorized by the Trustees or by the Society, unless otherwise specially ordered.

CORRESPONDING SECRETARY.

XIII.—The Corresponding Secretary shall conduct the general correspondence of the Society. He shall, at every meeting of the Society, report such letters and communications as he may have received; he shall prepare all letters to be written in connection with the business or objects of the Society, and transmit the same; but the Executive Committee may appoint a committee to prepare

a letter or letters, on any special occasion. He shall keep, in suitable books, to be provided for that purpose, true copies of all letters written on behalf of the Society, and shall carefully preserve said copies, with the originals of all letters and communications received, and shall deposit the same in the Library.

RECORDING SECRETARY.

XIV.—The Recording Secretary shall have the charge of the Seal, Charter, By-Laws and Records of the Trustees and the Society. He, together with the presiding officer, shall certify all acts of the Trustees and of the Society. He shall notify all members of their election, and of such other matters as shall be directed by the Society or Trustees, and shall transmit to them their proper diplomas or certificates of membership. He shall give due notice of the time and place of all meetings of the Trustees and of the Society, and shall attend the same. He shall keep fair and accurate records of all the proceedings and orders of the Trustees and of the Society; and shall give notice to the several officers, and to the Executive and other Committees, of all votes, orders, resolves, and proceedings of the Trustees and of the Society, affecting them, or appertaining to their respective duties.

TREASURER.

XV.—The Treasurer shall collect and keep the funds and securities of the Society; and so often as these funds shall amount to fifty dollars, they shall be deposited in some bank in the City of New-York to the credit of "The New-York Genealogical and Biographical Society," and shall be drawn thence on the check of the Treasurer, countersigned by the President, for the purposes of the Society only. Out of these funds shall be set apart the Life Membership Fund, and others specially designated by the donors, to be invested by the Trustees, and from the balance he shall pay such sums only as may be ordered by the Board of Trustees, or by the Executive Committee, out of appropriations made by the Board. He shall keep a true

account of his receipts and payments; and at each meeting of the Committee or of the Board, and at the Annual Meeting of the Society, shall render the same, at which time the Executive Committee shall audit his accounts.

If, from the report of the Treasurer, there shall appear to be a balance against the Treasury, irrespective of the special funds, no appropriation of money shall be made for any object but the necessary current expenses of the Society, until such balance shall be paid.

LIBRARIAN.

XVI.—The Librarian, in connection with the Executive Committee, shall have the charge and superintendence of the Library, and the care and arrangement of the books, manuscripts and other articles belonging to the Society. He shall cause to be prepared and kept, a proper catalogue and list of the same. He shall acknowledge the receipt of donations to the Society in his department. He shall expend in the purchase of books and other articles, and for their safe keeping and preservation, at the direction of the said Committee, such sums of money as shall from time to time be appropriated for that purpose, and report thereon to the Executive Committee, and to the Board at each of its regular Meetings. He shall, at least once in each year, render his accounts for such purchases and expenditures to the Treasurer for settlement; and shall further make to the Society, at each Annual Meeting, a full report on the condition and progress of the Library and collections.

LIBRARY REGULATIONS.

XVII.—The following shall be the regulations for the use of the Library:

1. No book or manuscript shall at any time be lent to any person to be removed from the Library.
2. No manuscript in the Library, nor any paper read before the Society and deposited in its archives, shall be published, except by the order of the Trustees, or with the consent of the Executive Committee.

3. The hours during which the Library shall be open, shall be determined from time to time by the Executive Committee.

4. During such hours, any member of the Society may have free access to consult any book or manuscript, except such as may be designated by the Executive Committee, and to make extracts from the same under the authority of the Librarian. Any person, not a member, may obtain the like privilege of consultation for one month from the President or Librarian, if known to them, or upon the recommendation of some other member to whom the applicant is known. But no person, not a member, shall be permitted to make extracts from the manuscripts of the Society, excepting the donors or depositors of the same, without special authority from the Executive Committee.

5. It shall be the duty of the Librarian, or his assistant, to report to the Executive Committee any injury done to any book or manuscript by any person consulting the same; and the said Committee may, at their discretion, lay such reports before the Board. For any such injury, the person doing it shall make such pecuniary compensation as the said Committee shall judge proper; and if he be not a member, the Committee shall have power to prohibit him from further access to the Library.

EXECUTIVE COMMITTEE.

XVIII.—It shall be the duty of the Executive Committee to solicit and receive donations for the Society; to provide for its literary or other exercises; to recommend plans, and make the necessary arrangements, for promoting its objects; to digest and prepare business; to securely invest Life Membership and other special funds; to authorize the disbursement and expenditure of moneys in the Treasury, out of the general appropriations made by the Board of Trustees, for the payment of salaries, current expenses, fitting up the Library, the ordinary purchase of books, binding, printing, and other necessary outlays. They shall, in connection with the Librarian, have charge of the arrangement and regulation of the Library and collections; and shall have authority at any time to examine into the condition of the same, and into the

state of the finances ; as also generally to superintend the interests of the Society, and execute all such duties as may from time to time be committed to them by the Board.

They shall meet at least once in every month, excepting the months of August and September, and shall keep accurate minutes of all their transactions ; and a full Report shall be presented by them, at each Regular Meeting of the Board of Trustees, of what has been done by them, or by the Librarian and Treasurer, at their direction, in the interval between that and the preceding Regular Meeting.

ALTERATION OF BY-LAWS.

XIX.—No alteration in the By-Laws of the Society shall be made, unless such alteration shall have been openly proposed at a previous meeting of the Trustees, entered on the minutes, with the name of the Trustee or Trustees proposing the same, and shall be adopted by a majority of the members of the Board. And in case of such proposed amendment, the Recording Secretary shall be required to accompany the notice for the next meeting of the Board with a copy of the proposed amendment, and a notice that the same will be acted upon at the meeting for which the notice was given.

